

Re-KYC Form (update of KYC information) for Legal Entity

To,

The Branch Manager, Ujjivan Small Finance Bank.

Subject: Updation of KYC information related to Customer ID No

Name of the Company/ Organization: _____

Dear Sir/ Madam,

This has reference to your letter requesting for updation of information. Please update the following information in your records.

Section A - Entity/ Company details:

Type of Business:	Comm.Agent/Retailer/Wholesaler/Agriculture/Manufacturing/Services/ Trading/Others (For others please specify) : _____
Nature of Business / activity:	
Annual Turnover/Income (Rs. In Lakh) (Last FY):	
Annual Turnover/Income (Rs. In Lakh)(Current FY Projected):	
Permanent Account Number (PAN) of Entity OR Proprietor in case of Sole-Proprietor:	

Section B – Beneficiary Owner (BO):

I / We have submitted BO details at the time of account opening & there is no change in the details already furnished.

I / We have not submitted BO details at the time of account opening / BO details have undergone change. Please find the current BO details along with applicable documents attached herewith.

Section C – Address:

I / We confirm that there is no change in my/our mailing address or other details like constitutions, authorised signatories, mode of operation, PAN, etc. Attached herewith are the KYC documents for the purpose of Re-KYC updation.

I/We wish to change mailing address/constitutions/authorised signatories/mode of operation/PAN, etc. Attached herewith are the KYC documents matching with the new details for the purpose of Re-KYC updation.

Section D – To be filled ONLY IF THERE IS A CHANGE in the mailing address or contact details
Please update the following information in your records. I/We have provided identity / address proof for the same. For updating New Address (provide Address Proof Document)
Address _____

_____ City _____ Pin-
code _____ State _____

I / We confirm the above information furnished is true and correct and the said details may be updated in the Bank records.

Place: _____ Date: _____

Signature: _____ (As per mode of operation in Account)

Any one entity proof and one address proof to be provided

	Entity/Address Proof (anyone)
Sole Proprietor	Copy of Identity and Address Proof Documents (Passport, Aadhaar, Election ID card, Driving License) in the name of Sole Proprietor AND any two Shops & Establishment License issued by Municipal Authorities GST Registration Certificate TAN Allotment Letter Excise Registration Certificate Registration License / Certificate issued by Profession Tax department. IEC (Import Export Code Certificate) in the name of the firm Latest and Complete IT Returns filed.

	Utility Bill (Elec/Landline Tele/ /Broadband bill not more than 3 months old) Property Tax/Water Tax Bill not more than 1 year old) in the name of entity	
	Entity Proof (anyone)	Address Proof (any one)
Partnership Firm	Latest Deed Copy Of PAN Registration Certificate - if deed is registered.	Utility Bill Address mentioned on a registered partnership deed Others _____(Any one of the documents prescribed for proof of Entity in the proprietorship section above in)
Limited Liability Partnerships -	LLP Agreement Certificate of Incorporation Copy Of PAN	Address mentioned on a registered LLP Agreement Others _____(Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm)
Hindu Undivided Family	Copy of PAN Card HUF Deed	Valid Passport, Aadhaar, Election ID card, Driving License in name of Karta.
Private / Public Limited Companies	Certificate of incorporation Certificate of commencement of business (for limited Companies incorporated under Companies Act 1956) Copy of PAN Card Updated Memorandum & Articles of Association	Certificate from the Company Secretary indicating the details of registered office, business office, mailing address. Others _____(Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm)
TASC	Certificate of Registration Copy of PAN Card Deed/ By Laws	Utility Bill Bank Statement 80G/12A certificate indicating the mailing address.

